

On Target

January 2016

ABAWD Policies Affect the ENTIRE State – How?

By now you have heard Washington and Multnomah counties must apply the time limits to ABAWDs as of 1/1/16 but the rest of the state has a waiver to not apply those time limits. Does this mean business as usual if the customer doesn't live in one of those counties? **NO!** It is just the time limits that do not apply to these ABAWDs. There are changes in the entire state due to the loss of the waiver in two counties.

With every CRT and REC you must determine if each adult is an ABAWD or not and use the correct Work Reg code.

- Determine if there are any exemptions.
- Always use a number exemption if one applies before using a letter exemption. Letter exemption codes is for non-ABAWD OFFSET only.

If the person recently moved here from another state determine if the person was an ABAWD in that state.

- Contact the other state to ask if the person has any countable months as an ABAWD.
- If yes find out which months.
- If those months were from January 2016 or after code them on the case and the SNAP Time Limit screens.

Note: As the economy improves other counties may lose the waiver. It could be as early as 12/31/16. When this happens the ABAWDs in those counties will be subject to time limits and it will be important for us to know if they received any countable months after of 1/1/16 anywhere in the country.

If a case is transferred into your office check to see if there are any ABAWDs on the case.

- You may need to change the work reg code.
- Add any ABAWDs who have already lost their benefits due to the time limits back to the benefit group.
- Determine if the ABAWDs have already done enough to fulfill the OFFSET requirement in the current certification period.

⇒ If not determine if there is an exemption now.

⇒ If no exemption, refer the ABAWD to the local OFFSET contractor.

If a person moves to Multnomah County or Washington County alert the receiving office that you are transferring a case which includes an ABAWD by typing ABAWD in the subject line of the email.

The newly reactivated and revised DHS1467 may help with the determinations. Be sure to narrate your decisions.

SNAP Policy Analysts

JANUARY 2016 CONTRIBUTORS

Paul Buntrock
Susan Bechtold
Kris Rash
SSP Training Unit
SNAP Policy Analysts
TANF Policy Analysts
Child Care Policy Analysts
Quality Control
Quality Assurance

INSIDE THIS ISSUE

| | |
|---|---|
| ABAWD Policies Affect the ENTIRE State—How? | 1 |
| SNAP—New Definition of Chronically Homeless as a Work Exemption | 2 |
| 853 and 854 Have Been Revised | 3 |
| Primary Wage Earner (PWE) Coding on CMS | 3 |
| News and Upcoming Training Offered by the SSP Training Unit | 4 |
| Reading Paystubs | 4 |
| 100% Accuracy Honor Roll | 5 |
| 90% Accuracy Honor roll | 5 |
| Worker Honor Roll | 5 |
| SNAP Preventative Tips | 5 |

SNAP – New Definition of Chronically Homeless as a Work Exemption

USDA Food and Nutrition Service (FNS) provided policy clarification about homeless and an exemption for ABAWDs (Able-bodied Adults Without Dependents) from the time limit. In this clarification, FNS has indicated a person who is “chronically homeless” is unfit for employment. The state is allowed to create their definition of “Chronically Homeless” to exempt some individuals from the work requirements.

In SNAP, an individual is homeless if they do not have a fixed or regular nighttime residence or has a primary residence that is one of the following:

- a. A supervised shelter that provides temporary accommodations.
- b. A halfway house or residence for individuals who may become institutionalized.
- c. A temporary accommodation in another individual's or family's residence for 90 days or less.
- d. A place not designed to be or ordinarily used as a place for individuals to sleep, such as a hallway, bus station or similar place.

Persons meeting this definition of homeless are not automatically exempt from the work requirements. In the past for OF-SET, quite a few of these individuals have been determined exempt from the work programs based on other barriers to employment – work reg code “L”. However, work reg code “L” does not exempt an ABAWD from the work requirements or the time limits.

Based on the FNS policy clarification, Oregon has created the following definition of chronically homeless for the SNAP program.

An individual is exempt from employment program participation and disqualification if the individual is considered Chronically Homeless. They need to be currently homeless (OAR 461-001-0015(11)) and one of the following situations applies to them:

- a. Have been homeless for more than six months; or
- b. Have been homeless more than one time in the last year; or
- c. The homeless individual states they are unable to meet the basic necessities of everyday life. Basic necessities of everyday life include: a roof over their head, heat, lights, running water, food and clothing. Please note: there is no time limit attached to this situation.

Chronically homeless is a subset of the homeless. Not all homeless individuals will be chronically homeless. Workers should look at this exemption anytime an adult aged 18 until they turn 60 (OFSET) or 18 until they turn 50 (ABAWD) is not exempt for one of the numeric reasons. Always try to find another exemption reason before looking at chronic homeless. Many homeless individuals will be exempt due to medical reasons.

The individual may tell the department they are homeless or there may be indicators in the interview that a person is homeless. Indicators of homelessness include: receiving mail at a different address; their statement about temporary residence; etc. Sometimes the worker determines an individual is homeless based on responses to questions about where they live, who they live with and their shelter costs. Any of these questions may lead to a discussion about “housing instability” or “housing insecurity.”

When it appears the individual is homeless, the worker should ask questions to determine if an otherwise mandatory person is chronically homeless. The individual only needs to meet one of the three situations listed in the definition of chronically homeless. Accept their statements regarding how long they have been homeless, the number of times in the last 12 months, and if they feel they are not able to meet their needs for the basic necessities of life.

Persons who are determined to be chronically homeless will receive Work Reg code “3” for their exemption. This definition of “chronically homeless” will be in OAR 461-130-0310 as of January 1, 2016. Transmittal SS-IM-15-036

SNAP Policy Analysts

853 and 854 Have Been Revised

The DHS 853 and DHS 854 forms have been revised and are now SNAP only forms. The following changes were completed on each form.

DHS 853 - Simplified Change Report for SNAP. The simplified reporting requirements (DHS 854) and the simplified change report (DHS 853) have been combined into one form to create the latest version of the DHS 853. This change resulted in an increase to the number of pages on the DHS 853, from 2 to 4.

- Pages 1 & 2 are the simplified reporting requirements. The customer will keep the first two pages.
- Pages 3 & 4 is the simplified change report. The customer will turn in these last two pages when reporting a change.

This means that workers will only need to give customers the DHS 853 and no longer give them both the DHS 853 and DHS 854. Offices may use existing supplies of the DHS 853 and DHS 854 prior to ordering the new DHS 853.

DHS 854 - Simplified Reporting System for Able-bodied adults without dependents (ABAWDs)

- The form DHS 854 is now the Simplified Change Report for ABAWDs.
- The DHS 854 is similar to the DHS 853 but has additional language and reporting requirements for ABAWDs.
- The DHS 854 will be given to customers in these counties who are required to meet ABAWD time limits. Currently, this applies to ABAWDs in Multnomah and Washington counties. The first two pages are information for the customers to keep. Pages 3 and 4 are what the customer will turn in to report a change.

This means ABAWDs will only need to receive the DHS 854 and not the DHS 853.

Offices in Districts 2 and 16 will receive an initial distribution as soon as they are printed. The Family Services Manual (FSM) will be updated to reflect these changes. These forms are now available on the forms server.

Reason for action: With the state ABAWD waiver ending 12/31/15, our forms need to be updated with the reporting requirements for ABAWDs. Rather than having possible confusion with customers and what to report, it was necessary to make two forms. This was also an opportunity to combine the informational reporting requirements and the reporting form into one. Staff will no longer need to give two reporting forms to the customer. See Transmittal SS-AR-15-020.

SNAP Policy Analysts

Primary Wage Earner (PWE) Coding on CMS

As UCMS cases are worked on, identify and remove any PWE case descriptor coding.

The eligibility determination process for two-parent households has not required workers to identify who the Primary Wage Earner (PWE) was for the Temporary Assistance for Needy Families (TANF) program. Systems coding has now been updated to support policy. Primary Wage Earner (PWE) coding is no longer required on two-parent household cases (program 82). A mass auto removal of the PWE case descriptor was performed on the evening of December 28, 2015. The majority of open UCMS cases had PWE case descriptor coding removed. Open P2 cases as well as any closed cases were not included in this mass auto removal. As UCMS cases are worked on, please remove any remaining PWE case descriptor coding. See Transmittal SS-AR-15-020

TANF Policy Unit

News and Upcoming Training Offered by the SSP Training Unit

The first SSP cohort training begins on February 8th, 2016. The cohort will begin with our new class, Fundamentals, which will cover basic DHS program information, customer service expectations, and basic technical and computer skills. This course is intended for new SSP employees. It will provide a strong philosophical foundation for our work in the DHS programs to provide a higher level of service for participants. This redesigned training combines classroom activities with required on the job training activities. The training schedule for students in the cohorts is changing. Most courses will run from Monday through Friday (Monday 1-4:30, Tue, Wed, Thu 8:30-4:30 and Fri 8:30-12). To enroll in this course, managers must email the new Training Referral Form to [Training Referrals – SSP](#). The training unit will enroll students in their prospective courses and provide them a Welcome Letter with their schedule.

Thank you so much for your continued patience and support through our redesign efforts!

Our schedule, registration data, and waitlist information is updated weekly, and is available on the training unit's intranet site at <https://inside.dhsoha.state.or.us/dhs/self-sufficiency-training-unit/self-sufficiency-training-unit-resources.html>

For more information regarding the SSP Core Training Outline:

<https://inside.dhsoha.state.or.us/dhs/self-sufficiency-training-unit/self-sufficiency-training-unit-resources.html>

Contact the training unit if you have questions regarding offered courses.

Core Class offerings and begin dates:

| | |
|---------------------------------------|--------------------------------------|
| Computer Connections: | 2/2 Salem |
| SNAP Basics: | 2/8 Salem, 2/8 Portland |
| ERDC: | 2/2 Tigard, 2/23 Portland, 3/1 Salem |
| TANF Eligibility: | 2/22 Tigard, 3/7 Portland |
| TANF Case Management: | 3/8 Tigard |
| DV Policy & Case Planning: | Look for new sessions in 2016 |
| Services to Noncitizens: | 3/29 Tigard |

Have you taken one of our online courses? View this short video, <https://vimeo.com/79249744>, to learn about all the convenient features that make learning at your desk a cinch! The video lists all the online courses currently available which each take between 10-20 minutes to complete.

Look for Webcasts and other online courses for:

2015 SNAP Civil Rights – C04948

Job Participation Incentive (JPI) – C04877

SNAP Transitional Benefit Alternative (TBA) – C04708

Oregon Vital Event Registration (OVERS) Update Training – C03682

Online: ABAWD – C05311

Reading Paystubs

Sometimes paystubs can be difficult to read. What is that “OTH” amount on there for? Sometimes there are items listed that do not make any sense. Maybe the item description is abbreviated and you just can't figure out what it means. What steps would you take in these situations?

SNAP gets many questions with these kind of confusing items on paystubs. If you have questions about how to identify items on a paystub, it would be best to contact the employer prior to contacting SNAP Policy. The reason is that we will generally not know what an item is either, and will give you the direction to contact the employer. Of course, if you need help with determining how to treat an item on a paystub after you find out what the item is, we are always there to help.

SNAP Policy Analysts

DECEMBER 2015 TARGETED SNAP REVIEWS

100% ACCURACY HONOR ROLL

| | | | | | |
|------|-----------------|------|--------------------|------|-------------------|
| 0111 | Baker City APD | 0913 | LaPine APD | 1802 | Lakeview SSP |
| 0311 | Oregon City APD | 0914 | Redmond APD | 2003 | Cottage Grove SSP |
| 0314 | Estacada APD | 1202 | Condon SSP | 2019 | Cottage Grove AAA |
| 0511 | St. Helens APD | 1211 | John Day APD | 2311 | Ontario APD |
| 0902 | Redmond SSP | 1311 | Burns APD | 3111 | La Grande APD |
| 0911 | Bend APD | 1404 | Refugee Branch SSP | 3211 | Florence AAA |
| | | 1611 | Prineville APD | | |

90% OR BETTER

| | | | | | |
|-------|------------------------|------|-------|---------------------------------|------|
| 97.50 | Salem AAA | 2411 | 93.10 | South Salem SSP | 2401 |
| 96.88 | West Eugene SSP | 2002 | 92.31 | West Portland AAA | 2518 |
| 96.67 | Roseburg APD DSO | 1017 | 92.00 | SE Portland AAA | 1418 |
| 96.55 | N/NE Portland AAA | 2818 | 92.00 | Medford APD DSO | 1517 |
| 96.55 | E Multnomah AAA | 3518 | 92.00 | Madras SSP | 1602 |
| 95.83 | South Valley SSP | 1502 | 92.00 | Klamath Falls APD | 1811 |
| 95.65 | Rouge Family Center | 1505 | 91.67 | Grants Pass APD | 1717 |
| 95.56 | Klamath Falls SSP | 1801 | 91.67 | Santiam Center SSP | 2404 |
| 95.00 | Baker City SSP | 0101 | 91.30 | Medford SSP | 1501 |
| 95.00 | Prineville SSP | 1601 | 90.00 | Gold Beach SSP | 0801 |
| 95.00 | Portland Mid-Area AAA | 3515 | 90.00 | Roseburg SSP | 1001 |
| 94.12 | D8 Processing Center | 1503 | 90.00 | Madras APD | 1612 |
| 93.88 | Bend SSP | 0901 | 90.00 | Family Stability and Employment | 2403 |
| 93.33 | Canby APD | 0310 | 90.00 | Florence SSP | 3201 |
| 93.33 | Warrenton AAA | 0411 | 90.00 | Hood River SSP | 3302 |
| 93.33 | Gold Beach APD | 0811 | 90.00 | East Portland SSP | 3501 |
| 93.33 | Lebanon SSP | 2202 | 90.00 | D2 ERDC Proc. Center | 3503 |
| 93.33 | Metro Family Stability | 3504 | 90.00 | McMinnville AAA | 3617 |
| 93.10 | Alberta SSP | 0701 | | | |

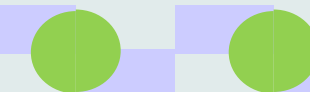
WORKER HONOR ROLL

Quality Assurance is publishing a Worker Honor Roll to call attention to the outstanding work done by so many of you in the field.

The workers on the list will have SNAP targeted review accuracy rates of 95% or better in the past six months.

Is your name on the list?

You can find out here.



SNAP PREVENTATIVE TIPS

- Immediately update addresses on FCAS whenever a new address is reported.
- Remember to review household eligibility for NED.
- Remember the “OO” reason code on FCAS will not send a notice to the household.
- Review case record and narratives to ensure the correct standard utility deduction is used. Before allowing utility standard, make sure utilities are not included in rent.
- During the interview with the customer ask clarifying questions regarding the shelter expense. Be sure to clarify base rent, household composition and shared shelter expenses.
- Remember to count ongoing cash gifts paid to the customer as an income source.